

POSITION ANNOUNCEMENT
JUDICIAL ASSISTANT



Position: **Judicial Assistant to District Judge**

Grade/Salary: **Judicial Salary Plan (JSP) Grades 9-11 (\$46,625 - \$56,411) depending on qualifications and experience**

Location: **Rutland, Vermont (must report to Burlington, Vermont for a significant portion of 2010)**

Closing Date for Applications: **Open until filled**

The United States District Court for the District of Vermont is accepting applications for the position of Judicial Assistant to the newly appointed district judge for the federal district court. This position functions as a high-level, executive assistant to one of the district court's judicial officers. The environment is characterized as fast-paced and demanding. Excellent organizational, communication and technical skills are required.

Qualifications:

Applicants must be a United States citizen and a high school graduate with the following years of experience:

<u>JSP Grade</u>		<u>Years of General Experience</u>	<u>Years of Specialized Experience</u>	<u>Total</u>
9	(\$46,625)	2	4	6
10	(\$51,345)	2	5	7
11	(\$56,411)	2	6	8

General Experience is defined as progressive clerical, secretarial or administrative experience which has provided a thorough knowledge of organizational practices and procedures and includes experience with word processing, correspondence preparation and filing.

Specialized Experience is defined as progressively responsible administrative experience as is typically found in a legal environment such as a law office, judicial chambers or other legal setting. Actual experience in a paralegal or legal secretary capacity qualifies as specialized experience on a one-year-to-one-year basis.

Educational Substitutions. A bachelor's degree from an accredited college or university may be substituted for two years of general experience. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year equaling one year of work experience.

Required Experience and Abilities. The incumbent must be able to effectively and tactfully communicate with the bar, case participants and the public, and must be able to learn a variety of job duties in order to effectively support the functions of the court. The ability to communicate with others both orally and in writing is essential. The incumbent must also possess an excellent command of English grammar, have superb proofreading skills and the ability to draft concise legal documents and general correspondence. This position requires prior experience with word processing software, preferably WordPerfect, and the ability to successfully perform multiple tasks independently. Computer skills and familiarity with electronic mail are also required.

Benefits:

Employees of the federal Judiciary are not included in the Government's formal Civil Service classification. They are, however, entitled to the same benefits as other federal employees including participation in the Federal Employees Retirement System, the Thrift Savings Plan, participation in health, life and disability insurance programs, eligibility for medical, child care and commuter reimbursement accounts and generous annual and sick leave entitlements.

Application Procedures:

Applicants should submit a cover letter of application, a current resume detailing work experience and three letters of recommendation to:

United States District Court
Attn: **Judicial Assistant Position**
P.O. Box 945
Burlington, VT 05402-0945

or By email to: HR@vtd.uscourts.gov
Subject: **Judicial Assistant Position**

Applicants selected for interview may be required to submit a writing sample. The employing agency reserves the right to modify or amend the conditions of this vacancy announcement at any time or to withdraw it without prior notice. Applicant selected will be subject to a background investigation.

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